

## **Job Description**

### **Manager, Parent Engagement Program**

Responsible for successful implementation of Parents for Public Schools of Greater Kalamazoo's (PPS-GK) Parent Engagement Program (PEP). Part-time position will report to Chair of PPS-GK Board.

#### **GENERAL RESPONSIBILITIES**

##### **MANAGEMENT**

- Recruit, hire, and train PEP staff; identify and contract with appropriate consultants as needed.
- Manage administrative staff to ensure regular PPS sessions – plan and communicate workload, anticipate future assignments.

##### **COORDINATION**

- Work with PPS-GK Chair Person and PPS National to develop materials, communicate PPS curriculum changes, provide training and trainers, and establish evaluation procedures.

##### **PEP TRAINING**

- Advise and assist with fundraising.
- Coordinate individual PEP sessions – schedule, make all logistical arrangements, ensure fair policies and procedures, etc.
- Coordinate participant recruitment and selection process.
- Ensure parent recognition – press releases, media coverage, reunions, etc.
- Evaluate training and recommend necessary changes.

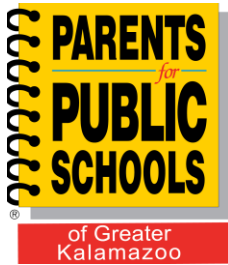
##### **PEP TRAINING FOLLOW-UP**

- Monitor project/leadership plan implementation – project designs, project reviews, project implementation, mini-grants, accounting, etc.
- Establish and support network of trainees.
- Evaluate training and recommend changes.

##### **COMMUNICATION/TEAMWORK**

- Represent PPS on boards, task forces, etc.; respond to requests for information.
- Communicate with chapter leadership and National regularly to ensure entire organization is informed and to promote teamwork.

##### **OTHER DUTIES AS ASSIGNED**



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### **CHARACTERISTICS**

- At least a bachelors degree
- 2-4 years of experience in program development, training, and/or management
- High energy, enthusiasm, and commitment to the PPS mission
- Ability to mobilize others
- Good judgment, initiative, a good attitude, dependable
- A strong belief in the importance of authentic parent engagement in education
- An appreciation for diversity
- Creative and flexible
- Self-motivated and independent worker

### **KNOWLEDGE & SKILLS**

- Ability to focus on the big picture of project planning and implementation
- Ability to establish effective interpersonal relationships and communications with staff and chapter leadership
- Ability to make effective presentations to individuals and groups
- Ability to manage multiple demands
- Solid communication skills (written and verbal)
- Experience as a facilitator and ability to organize training activities
- Able to plan and organize work schedule, meetings, and networking opportunities
- Knowledge of adult learning
- Computer literate (a must)
- Knowledge of educational systems (a plus)
- Ability to use social media effectively

\*Position is grant funded for one year; funding for additional years is being sought.

Please submit a resume, cover letter, and three references by December 28, 2012. Email documents to Meg Blinkiewicz, PPS-GK Chair, at [blinkiewicz@earthlink.net](mailto:blinkiewicz@earthlink.net) Questions also can be submitted to this email address.

Target start date is January 21, 2012.